

30 MAY 1984

MEMORANDUM FOR: Deputy Director for Administration

FROM: [REDACTED]

Director of Information Services

SUBJECT: OIS Weekly (23-29 May 1984)

SIGNIFICANT EVENTS AND ITEMS OF INTEREST

1. The Information Resources Management Division (IRMD) responded to a priority request from DO/IMS to recall a 1945 British Intelligence document from the National Archives and Records Service (NARS). The document had been requested by the DCI and was believed to be in the OSS document collection transferred by the Agency to NARS in 1980. By analyzing the document description, however, IRMD determined that the document actually was in Record Group 51 (Office of Management and Budget). Arrangements were made with NARS to have the document delivered to the DCI.

2. Representatives from IRMD held discussions with the Records Management Officer (RMO) of the Office of Imagery Analysis (OIA)/DI concerning the information management audit of OIA scheduled to be conducted later this year. The OIA/RMO is sending to IRMD a preliminary survey report providing information on OIA records holdings. The report will be used to develop a format for the audit.

3. [REDACTED] IRMD, reported to the New Building Planning Office on 23 May 1984 to begin a special assignment--two days each week--to assist in the design of Information Services Centers for the new Headquarters Building.

4. In a recent forms review conducted throughout the Agency a total of 98 forms were identified by component RMOs as no longer needed and were made obsolete. Of this total, 81 were DA forms. There are 1,655 active forms in the Agency, a reduction of 69 from the total of 1,724 forms in use a year ago.

5. As a followup to the visit of OIS representatives to the National Security Agency (NSA) [REDACTED] NSA Archivist and Records Officer, visited OIS with several members of his staff. (Please refer to OIS Weekly dated 4 April 1984 for background information.) [REDACTED] and his associates met with the Director and Deputy Director of Information Services and were briefed by IRMD representatives on the Agency Information Management Program. Following the meeting there was a briefing and tour of the Agency Archives and Records Center (AARC). The NSA visitors commented on the high volume of accessioning and reference activities at AARC compared with NSA operations.

6. Chief, IRMD chaired a bimonthly meeting of the Directorate RMOs to discuss information management issues. Some of these included the possibility of having a dedicated running of the Survey of Intelligence Information Systems course for MI careerists, the possible delegation of authority for approving purchase of non-standard filing supplies, the use of bar codes for courier receipts and other potential applications, and the need for standardizing the colored tape used on certain boxes sent to AARC.

7. Several DO/IMS representatives visited AARC to assess the OSS record holdings and to brief the new A/DO/RMO designate on AARC operations. On 29 May, two IMS reviewers began the re-review of permanent OSS records in preparation eventually for transfer to NARS.

8. The Classification Review Division (CRD) was visited by Barbara Felton, Chief of the Records Management Branch of the Agency for International Development (AID). Due to the retirement of the AID individual who originally developed their classification review program, knowledge of the program was lost. CRD provided Ms. Felton with an overview of our classification review program and some of the problems we have encountered in the hope that it would assist her in the re-establishment of AID's program.

9. The Regulations Control Division in conjunction with P&PD changed the Directorate of Operations' distribution schedule for most Agency issuances. In the past, the DO/IMS acted as the central receiving point for all issuances and assumed responsibility for distributing to DO components. The new system eliminates IMS as the intermediary and provides for direct distribution by RCD to DO components. This new distribution procedure increases the efficiency and speed of distribution of issuances within the DO.

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